



## JOB OPPORTUNITY

If it's a challenging position you're looking for, we have the ideal job for you.

<b><u>CLASSIFICATION:</u></b>	<b><i>STAFF SERVICES ANALYST</i></b>
<b><u>WORKING TITLE:</u></b>	<b><i>LOCATION RESOURCES COORDINATOR</i></b>
<b><u>TENURE/TIME BASE:</u></b>	<b><i>LIMITED TERM (2 YEARS)/FULL-TIME</i></b>
<b><u>BUREAU/SECTION:</u></b>	<b><i>CALIFORNIA FILM COMMISSION</i></b>
<b><u>SALARY:</u></b>	<b><i>\$2873- \$4671</i></b>
<b><u>NOTE:</u></b>	<b><i>THIS POSITION IS PENDING BUDGET APPROVAL</i></b>

**SUMMARY:** The California Film Commission (CFC) is seeking a talented addition to its Hollywood office. The CFC is a state program, within the Governor's Office of Business and Economic Development (GO-Biz), tasked with retaining and increasing motion picture production, creating industry jobs and boosting business throughout the state. The CFC issues film permits for all state properties, administers the Film and TV Tax Credit Program, maintains an extensive location library, offers production assistance on a wide variety of issues, and works closely with cities and counties to create "film friendly" policies statewide. The CFC's staff includes dedicated civil service employees and senior staff with extensive film production experience.

The SSA works under the guidance of the Location Librarian (AGPA) and under the general direction of the Director and Deputy Director. The SSA ensures courteous, accurate, and timely responses to information inquiries by motion picture industry clientele worldwide, the general public and CFC staff. Typical external constituents include location managers, production company employees, producers, studio executives and student filmmakers.

### **ESSENTIAL FUNCTIONS:**

- Follow policies and procedures created for the Location Resource Center to promote motion picture production in California including feature films, television, commercials, digital media and still photography. Develop promotional materials and research and catalog images for the promotion of production within California.
- Consult with production representatives to discuss required locations for upcoming features, TV shows, commercials or digital media productions. Suggest and visually present prospective California locations for filming in the form of contacts, photos and/or web links. Evaluate location breakdown lists and advise on potential film locations. Analyze the logistics of filming on location; evaluate issues and develop solutions

to film location problems; offer information for facilitating location permits to film on state property.

- Verify, edit, and update CinemaScout (the CFC's on-line film location database) entries and other location finding tools; identify and report inaccuracies and suggest corrections/enhancements to the CinemaScout system; assist with the updating and maintenance of all data that is incorporated in the CinemaScout database. Instruct and train CFC interns and the production community on the use of the CinemaScout system. Ensure that database information is accurate and updated regularly.
- Maintain and establish location and government office contacts and regularly update information contained in the 30-mile Studio Zone charts. Assist in the maintenance of the CFC website, including drafting and editing informational text and providing input on visual layout. Maintain, on CFC website, lists of local initiatives that encourage motion picture production in regions across the state.
- Photograph state properties when required. Work with other state agency and film commission digital photo collections to populate CinemaScout.
- Provide location assistance to Location Resource Center clients via email, phone and in person. Research new or unique shooting locations, accept and catalogue photo and informational files, maintain neatness of Location Resource Center.
- Act as primary location resource liaison to regional film offices and property owners and assist them in submitting filming location information to the Location Resource Center to attract and retain filming in their jurisdictions. Provide property owners with information on how to market their properties. Organize property owner marketing materials in hard copy and electronic formats for distribution via email and follow-up for display in CinemaScout.
- Prepare library handouts and library usage statistics. Coordinate tasks for student interns. Maintain inventory of state tourism publications.
- Assist the Location Librarian with research to determine property ownership. Outreach to regional film offices to find requested locations; send and track California location requests.
- Assist Location Librarian in updating and providing each city and county in California with instructional guides, best practices for facilitating motion picture production, resources for hosting and encouraging motion picture production, and the CFC's Model Film Ordinance. Distribute the list of initiatives to approved tax credit applicants to highlight local jurisdictions that offer incentives to facilitate film production.
- Represent the CFC at industry events such as the Association of Film Commissions International Locations Trade Show, the Film-in-California Conference, the CFC's Annual VIP Breakfast and assist as needed in planning events, setup and breakdown. Special projects and duties in support of the CFC's mission and objectives will be assigned as directed by management.

**MINIMUM QUALIFICATIONS:**

Education: Graduation with a Bachelor's degree from a recognized four-year accredited college or university.

OR

Work experience in the California state service may be substituted for the required education in Pattern I on a year-for-year basis by applicants who have at least six semester or nine quarter units of college level training in public or business administration, accounting, economics, political or social science, English, speech, statistics, law, or a closely related area.

### **KNOWLEDGE AND ABILITIES:**

#### **Knowledge of –**

- Regions in California, its cities and counties and the general terrain associated with each
- The film production process and familiarity with the jobs of location scout and location manager
- Practices of public administration; basic understanding of government structures and functions
- High proficiency in Microsoft Office (Word, Excel and Outlook in particular)
- Proficient with Adobe PhotoShop
- Moderate to excellent photography skills

#### **Ability to –**

- Reason logically and creatively to resolve complex problems
- Analyze data and present information effectively both orally and in writing; and use a wide variety of reference materials
- Give and follow directions; gather data; design and prepare tables, spreadsheets, and charts
- Communicate effectively
- Act courteously with the public with excellent customer service and interpersonal skills
- Establish and maintain cooperative working relations with internal and external customers
- Organize and prioritize work; multitask; create/draft correspondence, and maintain detailed tables
- Produce quality written documents to ensure maximum effectiveness in communications.

### **DESIRABLE EXPERIENCE/QUALIFICATIONS:**

- Excellent organizational and research skills; attention to detail
- A commitment to performing duties in a service-oriented manner with excellent customer service and interpersonal skills
- A commitment to maintaining a work environment free from discrimination and sexual harassment
- Good work habits and adherence to all policies and procedures
- The ability to analyze situations accurately and take effective action
- Good attendance, dependability and flexibility
- The ability to work independently in a team setting; to work in close quarters with many staff and treat others with respect.
- The ability to maintain confidentiality and adhere to the highest possible code of ethics
- The ability to work in a high energy office with ever changing priorities

### **APPLICATION PROCESS:**

Interested individuals who are currently at the above classification or eligible for transfer, reinstatement or list appointment may apply by sending an application (STD 678) to Go-Biz, Human Resources, 1325 J Street, Suite 1800, Sacramento, CA 95814. The STD 678 can be accessed through the CalHR website at [www.CalHR.ca.gov](http://www.CalHR.ca.gov). Due to building security restraints, **hand-delivered applications are not accepted.**

All applicants should include their social security number (for eligibility verification) where indicated and must clearly indicate the basis for their eligibility and note position number **373-103-5157-005** in the “Examination(s) or

Job Title(s) for which you are applying” on the standard application form (STD 678).

**ALL APPOINTMENTS ARE SUBJECT TO STATE RESTRICTIONS OF APPOINTMENTS (SROA) PROVISIONS. SURPLUS EMPLOYEES ARE ENCOURAGED TO APPLY. SROA and SURPLUS applicants must submit a copy of their letter with their application. Failure to provide this information may result in automatic disqualification from the hiring process. Applications will be screened and only the most qualified candidates will be interviewed. All methods of appointment will be considered. Applications will be accepted until the position is filled.**

***EQUAL OPPORTUNITY EMPLOYER***

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is the objective of the State of California to achieve a drug-free workplace. Any applicant for state employment is expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the laws of the state, the rules governing civil service and the special trust placed in public servants.